

**CIA INTERNAL USE ONLY**

Chief, Management Staff

18 JUN 1955

Acting Director of Logistics

General Services Administration Handbook, "Plain Letters"

REF : Memo from Chief, Management Staff dated 18 May 1955, same subject

1. Several members of the Office of Logistics have reviewed subject handbook and feel that the basic principles of "Plain Letters" could well be applied to Agency correspondence, both letters and intra-Agency memorandums.

2. This Office considers that stocking in the Building Supply Rooms is not the best medium of disseminating "Plain Letters" throughout the Agency. There is a natural tendency on the part of employees to forget to stop by the Supply Room for those items which are not daily necessities. It is suggested that issuance of an Agency or Office notice endorsing the art of simple writing as covered in "Plain Letters", accompanied by an initial "AB" distribution of the handbook, would accomplish more. A small reserve stock could be retained by Records Management Division.

3. The Office of Logistics would like sixty copies of the handbook for distribution to section level.

OL/AS/GM:mel (9 June 55)

Distribution:

- OS1 - Addressee
- (1) - OL Official file
- 1 - OL/WAB
- 1 - Signer

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